

TOWN OF MAYNARD

Job Posting/Description

Clerk, Office of Municipal Services *Part-time, Non Union position*

Summary of Duties

Under the general supervision of the Administrative Assistant, performs a variety of clerical, administrative and customer service work to support the overall functioning of the Office of Municipal Services.

Essential Functions

- ◆ Welcome and greet citizens, developers, applicants and colleagues to the Office of Municipal Services and coordinate client initial and subsequent visits as necessary.
- ◆ Provides customer service in person and by phone related to permitting and other department services. Provides information, materials, and technical assistance to citizens, abutters, contractors, vendors, governmental agencies, developers, and other Town departments, conducting research as necessary. Coordinates correspondence via email, US mail, and telephone.
- ◆ Performs basic office tasks such as answering phones and routing calls; preparing spreadsheets, bulk mailings, correspondence and other documents; and processing incoming and outgoing mail.
- ◆ Coordinates intake of permit applications including fee collection and reviews for completeness. Coordinates an applicant's process with necessary staff for comment, tracks application progress, and informs client when permit is available. May draft and issue minor permits.
- ◆ Provides administrative support as directed by the Executive Director of Municipal Services or designee. May be assigned by the Executive Director to coordinate work product or effort of specific divisions.
- ◆ Receives, reviews, and/or processes other permit, license, and certificate applications for Boards/ Commissions and other divisions within the department.
- ◆ May prepare or assist in preparing cash turnovers for daily receipt of application fees.
- ◆ Maintains a variety of print and electronic files and records. May oversee records management and assist in developing protocols. Researches files as needed and directed regarding specific property issues.
- ◆ Assists with preparing and posting agendas, legal advertisements, and notices. May perform special projects and other related duties as required, directed, or as the situation dictates. Assignments may be altered or changed within the parameters of this description immediately upon notice of the Executive Director.

Qualifications

Applicant must be a high school graduate with post-secondary training preferred. Two (2) years of experience in clerical, secretarial, record keeping or related field; experience in a municipal setting and in dealing with the public strongly preferred. Knowledge of computers and office equipment is essential. Must have excellent customer service skills and be capable of working in a multi-divisional environment. Person must be able to use discretion and abide by rules of confidentiality.

Working Conditions & Physical Demands

Work is performed in a normal office environment subject to frequent interruptions, not subject to extreme variations of temperature, noise, odors, etc. Employee operates a computer, printer, photocopier, fax machine, telephone, and other basic office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 25 pounds. This is a non-union position.

Schedule

Work is during Town Hall business hours. The position is scheduled for nineteen (19) hours per week. The precise schedule may be modified but is expected to be Tuesday 8 am – 4 pm, Thursday 8 am – 4 pm, with a 30 minute unpaid lunch break each day, and Friday 8 am – 12 noon. Flexibility to cover additional hours on occasion is desired as the position is part of a job share with another part-time employee.

Salary & Benefits

Salary to be determined. The employee will not be scheduled to work on Town recognized holidays. The position is not eligible for health insurance or other town benefits.

Please send resume and cover letter by March 6th to

sduggan@townofmaynard.net

or

Clerk Applicant
Office of Municipal Services
Town of Maynard
195 Main Street
Maynard, MA 01754

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.